

**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

July 17, 2014

To ensure the most efficient use of State resources, the July 17, 2014 ITTC meeting was held via video conference pursuant to Iowa Code section 21.8. Video conference also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

Commissioners Present:

Richard Bruner, Chair (on-site)
Timothy Lapointe, Member (via video conference)
Mary Sellers, Member (on-site)
Kathleen Kohorst, Member (on-site)
Kelly Dolan Lange, Member (on-site)

Iowa Communications Network (ICN) Staff Present:

Rich Lumbar, Acting Executive Director, Network Operations and Engineering Director
Philip Groner, Business Services Manager
David Marley, Network Operations and Engineering Manager
Deb Evans, Chief Financial Officer
Helen Troyanovich, Product Engineering and Delivery Manager
Jontell Harris, Government Relations Director
Michael Cruise, Chief Finance Bureau
Marcia Page, Executive Secretary
John Case, Video Technician
Karen Alessio, Secretary (Recorder/Minutes)

Guests:

Sean Cory, CenturyLink
Gina Miller, CenturyLink
Scott Pappan, CenturyLink
Terry Rinehart, Iowa Public Television (IPTV)
Anna Hyatt-Crozier, House Democratic Staff

Call to Order

Commissioner Bruner called the meeting to order at 10:29 a.m. It was noted that a quorum of members was present for the meeting.

Approval of 4/16/2014, 5/15/2014 and 6/18/2014 Meeting Minutes

Commissioner Kohorst moved to approve the April 16, 2014, May 15, 2014 and June 18, 2014 Iowa Telecommunications and Technology Commission (ITTC) minutes as written. Commissioner Lapointe seconded the motion. The minutes were approved unanimously.

Commissioner Kohorst - Yes
Commissioner Dolan Lange - Yes
Commissioner Lapointe - Yes
Commissioner Sellers - Yes
Commissioner Bruner - Yes

Old Business:

Network Managed Services Request for Proposal (RFP) Update – Ric Lombard

The evaluation committee completed the individual evaluation process. The committee will meet, combine the scores and a preliminary decision should be made within a week. The ICN Contracting Department will prepare a Notice of Intent to Award letter, notify ICN's Acting Executive Director who must approve the Award and who in turn would notify The Iowa Telecommunication Technology Commission (ITTC). After the Notice of Intent letter is awarded, a five day appeal period takes place should vendors have any questions. The process to enter into a contract with the vendor will then begin in earnest to ensure a smooth transition prior to December 31, 2014.

Q&A Discussion

Q: Commissioner Kohorst- Who are the members serving on the Review Committee?

A: Ric Lombard- The Senior Management Team, who were part of the Sale and Lease RFP Evaluation Team, are the same members that serve on the Review Committee excluding myself. Every member of the Review Committee is an employee of the ICN.

First Responder Network Authority (FirstNet) Update - Ric Lombard

FirstNet's mission is to develop, build and operate the country's first nationwide broadband network dedicated to public safety. The State has created a Board known as the State Interoperability Board to manage this process. Craig Allen is Iowa's Statewide Interoperability Coordinator (SWIC) who oversees the Interoperability Board. FirstNet is a Federal mandate, but the State of Iowa can choose to participate with the FirstNet plan or choose to independently create its own plan. If the State chooses to implement its own plan, no federal funding will be made available for that purpose. The state consultation process is currently underway and the Federal FirstNet Technical Team will be evaluating ICN as a State Infrastructure in August to determine ICN's capabilities. FirstNet is looking beyond the State of Iowa considering what type of functionality the ICN could serve in the entire Federal Emergency Management Agency (FEMA) region. Once the State consultation is complete, recommendations will be made to the Governor. The Governor will establish Iowa's directives regarding FirstNet, which will determine ICN's next steps.

New Business:

K-12 Connections Update/PBS LearningMedia – Terry Rinehart

Highlights of the K-12 Connections Quarterly Report were presented. Mr. Rinehart presented marketing efforts, including a collaborative project between Iowa Public Television (IPTV) and ICN to engage and encourage more teachers to participate with the K-12 Connections program. This year, K-12 Connections held a total of 223 sessions. 1619 school sites participated in K-12 sessions and generated 2694 hours of ICN usage time. Transitioning to a new model during the month of June resulted in no sessions. This year, a total of 9,429 children across the state were able to participate in the sessions. The Sample Sessions include: The Red Balloon: Playhouse Radio Days, Martha Speaks, Officer Buckle and Gloria, STEM Careers: Exploring a Career as a Hydrologist, Sing a Song of Science and Pond Life.

Mr. Rinehart also noted a new collaborative project between IPTV and ICN, *PBS LearningMedia*. In a 2012 survey, IPTV was identified as the most trusted source of educational media for classroom use (98% of Iowa teachers). *PBS LearningMedia* has a wealth of resources available for teachers and students to use in the classroom. Teachers are always looking for media content that will inspire and motivate students. Short segments and teachable moments provide interactive learning exercises and help position resources on the leading edge for the use of educational technology in the classrooms. The services of the ICN are essential in helping teachers connect to educational resources that they trust and to use in the classroom. The possibilities are exciting and will benefit everyone involved.

Q&A Discussion

Q: Commissioner Kohorst - The Department of Education (DOE) distributes material monthly to teachers online; does the DOE ever highlight or use the material to promote IPTV?

A: Terry Rinehart - In the past the DOE has highlighted IPTV material, however, not each month. Information that is of special interest to the DOE has been highlighted in their monthly Director's Newsletter.

Fiscal Year (FY) 16 Video Rates - Philip Groner

ICN is currently preparing to set new video rates for the coming fiscal year. An action item will take place at the September ITTC meeting to approve the FY 16 video rates. To prepare for this action with the Commission, ICN solicits comments/input for two months from our users on what they believe video rates should be for the coming fiscal year. The comments are then presented to the Commission in addition to the Management Team's recommendation as to what the video rates should be. ICN has rates for two types of video: traditional Moving Picture Experts Group (MPEG) 2 Videoconference rate which is per hour/per site and Internet Protocol (IP) Videoconference rate. During the September meeting, management will not only be making a recommendation on video rates but will also discuss sun setting the MPEG 2 video platform. It is time to sun set the MPEG platform as it is in need of being replaced due to the age of the equipment.

Comment: Ric Lombard - Ric demonstrated the difference between MPEG and IP video quality. The majority of the hardware that supports the MPEG platform is no longer usable and is only being maintained as a result of having a large inventory. The high quality IP video platform is capable of telephonic and video meetings; the platform is at a place where ICN can utilize its functionality. The ICN is moving in the direction of IP as the mobile and portable options are numerous.

Discussion

Chair Bruner: The ICN has been using MPEG for a long time and some of our customers are still using it. ICN will be sensitive as we transition out of the old and into the new.

Q: Commissioner Dolan Lange - How long will the transition period take?

A: Philip Groner - Due to the large amount of inventory, the transition will take place over a several year period. Keeping in mind our customers have budgeting requirements and will need to plan in advance for the following fiscal year. ICN will let our customers know beforehand the new pricing structure and new equipment requirements as well.

Administrative Rules and Regulatory Report – Jontell Harris

Executive Order #9 requires that each state agency submit a regulatory plan detailing any rule-making initiatives the agency may have for that fiscal year. ICN does not anticipate any administrative rule changes during FY 15.

2014 Appreciative Inquiry (AI) Report – Ric Lombard

An internal assessment was done within the ICN. Management wanted to hear from staff about the functions that were good, great and excellent, and provide feedback. Based on the Appreciative Inquiry (AI) Evaluation, the Management Team processed the feedback and is now in the process of establishing goals and targets for the next six months. Management invited the Commission to participate in the assessment also, and respond to the areas in the ICN that are good, great and things that are excellent. The areas listed as excellent will remain untouched; areas listed as good will be refined with the intention of moving them towards excellence within the agency.

2014 – July to December Majors – Ric Lombard

During the next six months, ICN will be working on projects that are part of the "Short Term Major" list. The same process ICN is currently involved in regarding The Network Manage Services Contract for the Network Services is the same process ICN is contemplating for a Video and Voice Managed Services Frame Work. This process would be a continuation plan from 2013; to surround the ICN with powerful Public and Private Partnerships, the next six months will be very important to the organization. ICN has identified areas to save significant cost and improve the customer experience in the Voice and Video Platforms. This enables ICN to remove equipment that is old but in service, and is very expensive to maintain. ICN is looking towards the next six months to see what areas we can save and improve margin that Business Services can operate and allow the ICN to improve the customer experience to the next step.

ICN's billing system is in need of replacement as the contract will be expiring. The Finance Department will be releasing an RFP for the entire ICN billing system, resulting in a new system that will be integrated with the other systems.

The Broadband Initiative is going state wide to provide Broadband to lowans. A test is currently in process with wireless technology that may result in ways ICN can provide improved Broadband services to our existing customers.

Other Business:

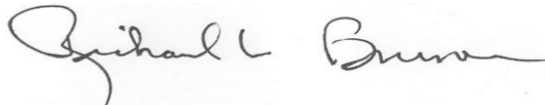
Executive Director Search – Chair Bruner

Commissioner Lapointe and Commissioner Dolan Lang have volunteered to serve on the Executive Director Search subcommittee. The Executive Director Position has been posted on the Department of Administrative Services(DAS) website. Human Resources will begin the necessary process and working with the involvement of the Subcommittee and Commission.

Adjournment

Commissioner Kohorst moved that the meeting be adjourned. The ITTC meeting adjourned at 10:58 a.m.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission